

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

[Click Here to go to the Virginia Department for the Aging Home Page](#)

TABLE OF CONTENTS
AAA TUESDAY E-MAILING
November 2, 2004

SUBJECT	VDA ID NUMBER
<u>National Family Caregiver Month Activities</u> (Ellen Nau)	05-16
<u>Final Meal Counts – Fiscal Year 2004 (Due December 10, 2004)</u> (Carol Driskill)	05-17

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: November 2, 2004

SUBJECT: National Family Caregiver Month Activities

Please find below, additional activities for National Family Caregiver Month as submitted to VDA by the Area Agencies on Aging. Please let us know what activities your agency is planning to celebrate National Family Caregiver Month! Contact: Ellen Nau 804-662-9340 or Ellen.Nau@vda.virginia.gov. Thank you!

PSA 1 Mountain Empire Older Citizens, Inc.

Fall Celebration for Respite Center Participants and their caregivers, presentation for local AARP chapter, discussion with community college human services class on adult services when the class visits MEOC and, a segment on Alzheimer's patients and their caregivers in the November issue of Mountain Empire News.

PSA 3 District Three Senior Services

Caregiver Baskets, Morning Brunch for Caregivers and Awards to the Outstanding Long Term Care Providers in each of the following categories: Agency, Individual either paid or volunteer position and institution.

Contact: Libby Davis 276-783-8158

PSA 10 Jefferson Area Board on Aging

Tuesday, November 9th

Memory Screening

Do you forget names or phone numbers? Lose things more often? Forgetting some things can be a normal part of aging, but forgetfulness that affects your daily life is different. Call now for a private appointment with mental health Clinical Nurse Specialist

1610 Forest Avenue, Suite 100, Richmond, Virginia 23229

Toll-Free: 1-800-552-3402 (Voice/TTY) • Phone: 804-662-9333 • Fax: 804-662-9354

E-mail: aging@vda.virginia.gov • Web Site: www.vda.virginia.gov

National Family Caregiver Month Activities

November 2, 2004

Page 2 of 2

Anita Thompson- Heisterman, who will talk with you and administer a confidential memory screening. Free. Call for appointment at 434.982-7009 or 888.652.6663

November 10th, 2004

Barbara Berger is giving a presentation on Alzheimer's Disease Greene & Madison counties. The presentation is geared toward caregiving.

At the Greene County Senior Center

Free

Saturday, November 13th

9:00 - noon

Diabetes Fair 2004

If you or a family member have diabetes you don't want to miss this popular annual event. Get the latest information on diabetes, see the newest equipment and technology, try out a sample Pilates class, and find out about resources for persons with diabetes Lots of fun, free samples, door prizes and opportunities to talk with experts in diabetes management. Free. Stop by anytime at the Outpatient care Center 595 Peter Jefferson Parkway.

November 15, 2004 - 5:30-7:00 p.m.

Family council presentation to be held at JABA Building

Hosted by LTC Ombudsman

PSA 15 Senior Connections – Capital Area Agency on Aging

Grandparents Raising Grandchildren Support Group is underway!

Contact: Gale Davis 804-343-3000

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Carol Cooper Driskill

DATE: November 2, 2004

SUBJECT: Final Meal Counts – Fiscal Year 2004 (Due December 10, 2004)

Once again it's time to compile Final Meal Counts for Nutrition Services Incentive Program (NSIP – previously USDA) for Fiscal Year 2004 (10/1/03 – 9/30/04). Remember that this information will be the basis for allocation of funds to AAAs in Fiscal Year 2006.

This year, the Final Meal Count Certification process will occur the same as last year. On the Certification Form, report and certify the number of NSIP Eligible Congregate Meals Served, number of NSIP Eligible Home Delivered Meals Served, and the Total Number of NSIP Eligible Meals Served. Attach a copy of your AIM VA95 Report for the time period 10/1/03 – 9/30/04. This number should be the same as the AMR (or 13 Month Report) total for the same time period. Please attach an explanation if the numbers do not match.

For your convenience, I have included excerpts from the VDA Service Standards regarding eligibility and Nutrition Services Incentive Program (NSIP).

Regarding meals provided under Title III-E National Caregiver Support Program, please see the following Tuesday Mailings:

- October 5, 2004 - National Family Caregiver Support Program Reporting
- September 28, 2004 - Revisions to the Title III-E Program Guidance Document

Remember that the person receiving the meal must meet the eligibility requirements for Congregate or Home Delivered Nutrition to be included in the NSIP count.

Final Meal Counts – Fiscal Year 2004 (Due December 10, 2004)
November 2, 2004
Page 2 of 2

Please note that the 10 percent discrepancy allowed for the AIM Data Monthly Verification Report is different than NSIP Meal Count Certification and does not apply.

Last year there were AAAs that submitted numbers that were incorrect due to addition and other errors. **Certified information is final.**

Please contact me by telephone (804-662-9319) or email (carol.driskill@vda.virginia.gov) with any questions. Mail or fax the completed Certification Form and AIM VA 95 Report to Carol Driskill at (804) 662-9354 prior to **Friday, December 10, 2004.** Thank you for your timely assistance with this matter.

**Certification
Number of NSIP (USDA) Eligible Meals Served**

**AAA Final Meal Count – Fiscal Year 2004
10/1/03 – 9/30/04**

Certified Number of NSIP Eligible Congregate Meals Served: _____

AIM VA 95 Report (10/1/03 – 9/30/04) attached _____

of Congregate Meals per AIM VA 95 Report: _____

Certified Number matches AIM VA 95 Report: Yes___ No___*

* If No, explanation attached _____

Certified Number of NSIP Eligible Home Delivered Meals Served: _____

AIM VA 95 Report (10/1/03 – 9/30/04) attached _____

of Home Delivered Meals per AIM VA 95 Report: _____

Certified Number matches AIM VA 95 Report: Yes___ No___*

* If No, explanation attached _____

Total Certified Number of NSIP Eligible Meals Served: _____
(Total of Certified NSIP Eligible Congregate and Home Delivered Meals)

Authorized Signature: _____

Title: _____

Agency: _____

PSA No.: _____

Date: _____

Once sent to VDA, Certification of Number of NSIP Eligible Meals Served is final

VDA SERVICE STANDARDS NUTRITION SERVICES INCENTIVE PROGRAM (NSIP)

Congregate Nutrition Service

Congregate Nutrition Service providers receiving Older Americans Act funds may participate in the Nutrition Services Incentive Program (previously USDA commodity food/cash distribution program). To be counted as an eligible meal, and therefore, receive NSIP reimbursement, the following requirements must be met:

- The person receiving a meal must meet eligibility requirements under Older Americans Act
- The participant or other eligible individual (not a volunteer) must be assessed using Uniform Assessment Instrument pages 1 – 3 minimum, “Determine Your Nutritional Health” Nutrition Screening Checklist, and Federal Poverty/VDA Sliding Fee Scale (unless all information needed to determine federal poverty is documented on UAI). Cost sharing does not apply to this service
- For an individual who provides volunteer services during the meal hours (not a site participant) and receives a congregate meal: the full legal name and service units (collected at least on a monthly basis) must be entered into AIM; the Social Security number is recommended but not required.
- The participant may make a donation, but cannot be charged for the meal, means tested for participation, or asked for a cost-share
- The AAA or service provider shall have a record keeping system that tracks frequency of participation and generate unduplicated count information (match the participant’s name with their meal)
- The meal must meet RDA and Adequate Intake (AI) requirements and Dietary Guidelines defined above
- Snacks, partial meals and second helpings cannot be counted as a “meal” for reporting purposes
- Congregate meals programs are authorized to serve two- and even three-meal a day programs and each meal can be reported for reimbursement purposes.
- Cash disbursements received under the Nutrition Services Incentive Program (NSIP) shall only be used to purchase United States agricultural commodities and other foods for their nutrition projects.

Agencies are not eligible to receive Older Americans Act funding for meals nor eligible to receive funding under NSIP if the agency:

- Is an adult day care agency that charges for meals in an adult day care facility as part of the total package of services
- Is an adult day care agency that provides meals funded by the USDA Child and Adult Care Food Program and reports the same meal to both programs
- Is an adult day care agency that provides meals funded through a Medicaid Waiver program

The meal is eligible if an adult day care provides meals only with Older American Act and matching funds.

Congregate meals provided to resident(s) living at an Assisted Living facility (previously called Adult Care Residence) and receiving Auxiliary Grant are not eligible for NSIP

funding. The Assisted Living must reimburse the AAA for the cost of the congregate meal if Older Americans Act funds are used. The AAA should develop a written agreement with each facility indicating the cost of each meal and specifics about how payment will be made. Each AAA should have a written policy regarding attendance of Assisted Living residents at congregate nutrition sites.

Home Delivered Nutrition Service

Home Delivered Nutrition Service providers receiving Older Americans Act funds may participate in the Nutrition Services Incentive Program (previously USDA Commodity Food/Cash Distribution Program). To be counted as an eligible meal, and therefore, receive NSIP reimbursement, the following requirements must be met:

- The person receiving a meal must meet eligibility requirements under Older Americans Act
- The client or other eligible individual must be assessed using Part “A” Uniform Assessment Instrument, “Determine Your Nutritional Health” Nutrition Screening Checklist, and Federal Poverty/VDA Sliding Fee Scale (unless all information needed to determine federal poverty is documented on UAI).
- The client may make a donation, but cannot be charged for the meal, means tested for participation, or asked for a cost-share
- The AAA or service provider shall have a record keeping system that tracks frequency of participation and generate unduplicated count information (match the client’s name with their meal)
- The meal must meet RDA and Adequate Intake (AI) requirements and Dietary Guidelines defined above
- Snacks and partial meals cannot be counted as a “meal” for reporting purposes
- Home Delivered Meals programs are authorized to serve two and even three-meal a day programs and each meal can be reported for reimbursement purposes
- Cash disbursements received under the Nutrition Services Incentive Program shall only be used to purchase United States agricultural commodities and other foods for their nutrition projects.

VDA NUTRITION SERVICE STANDARDS – ELIGIBLE POPULATION

Congregate Nutrition

Eligible Population –Congregate Nutrition Services are targeted to persons 60 years of age or older. Priority shall be given to older individuals with greatest economic and social need, with preference to low- income minority individuals and to those older persons residing in rural or geographically isolated areas. In addition to meeting established eligibility, individuals must be mobile, not homebound, and physically, mentally and medically able to attend a congregate meals program in accordance with written Area Agency on Aging (AAA) guidelines.

Other individuals eligible to receive a congregate meal include:

- The recipient's spouse, regardless of age or disability
- Individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided
- At the discretion of the AAA, individuals with disabilities, regardless of age, who reside at home with and accompany older eligible individuals to the congregate site
- At the discretion of the AAA, individuals, regardless of age, providing volunteer services during the meal hours

Home Delivered Nutrition

Definition of Homebound: Someone unable to leave home to attend regular social activities such as a senior center or congregate nutrition site. The recipient may be able to go to medical appointments, but probably needs escort assistance. A client without access to adequate nutrition and for whom transportation to a congregate site is unfeasible may be considered homebound.

Eligible Population – Home Delivered Nutrition Services are targeted to persons 60 years of age or older and homebound. Priority shall be given to older individuals with greatest economic and social need, with preference to low-income minority individuals and to those older persons residing in rural or geographically isolated areas.

Eligibility criteria includes:

- The individual must be homebound as defined above
- The individual must be unable to prepare meals and have no one available to prepare meals.
- The individual must be able to remain safely at home, with home delivered nutrition as a support service.

Other individuals eligible to receive home delivered nutrition services, include:

- The recipient's spouse, regardless of age or disability
- At the discretion of the AAA, an individual with disabilities, regardless of age, who resides at home with the recipient over age 60 who receives a home delivered meal.

Congregate and Home Delivered Nutrition

The AAA shall establish procedures for offering a meal on the same basis as meals are provided to participating older individuals, to other eligible individuals listed above. There is no prohibition against providing services to persons under age 60 with funds from other sources.